

Langley with Hardley Parish Council

Minutes No: 2019/09

Minutes of Parish Council Meeting held Tuesday 03 September 2019 7.30 pm in the Langley with Hardley Village Hall

Parish Councillors (5) present:

Councillors Nigel Sullivan (Chairman), Stephen Wilmott (Vice Chairman), Mike Caston, John Wheeler, Richard Watson

District County Councillor present: Councillor Jeremy Rowe

Also in attendance: Carla Petersen (Clerk)

Members of the public: None

19.01	To receive and approve apologies for absence Councillor Frances Kirkpatrick (another meeting), District Councillor Kay Mason Billig (holiday), County Councillor Barry Stone (holiday).
19.02	To receive any declarations of interest from Members & consider requests for dispensation None received.
19.03	To approve minutes of Council meeting held on 04 June 2019 Minutes were approved and signed by the Chairman. To approve minutes of Council meeting held on 02 July 2019 Minutes were approved and signed by the Chairman.
19.04	Adjournment for Public Participation (15 minutes allowed for). N/A
19.05	Reports from: <ul style="list-style-type: none">• Parish Clerk – Drafted new policies, sourced more quotes for repair/replace of play area gate, contacted NGF Play regarding damaged sleeve on zip-wire, sent off an application for free litter pick equipment from SNC, sourced spare keys for noticeboards, arranged insurance cover for SAM2, attended SAM2 training, continued to work on CiLCA portfolio, sent off VAT reclaim, will prepare more documents for reviewing/adopting next month. List of correspondence circulated following the meeting.• County Councillor Barry Stone – not available• District Councillor Kay Mason Billig – not available• District Councillor Jeremy Rowe - District Cllr Rowe introduced himself. A copy of his report is on the parish website.• Police – The Police report was read out by the Chairman. A copy is on the parish website. The localised Police report for June and July is made up of the following: - criminal damage and arson x 2, anti-social behaviour x 1, violence and sexual offences x 3, public order x 1• Tree Warden – Cllr Wheeler reported autumn leaves are on some trees. 30 saplings will be delivered in November. Planting locations at Langley Church will need to be agreed. The Chairman thanked Cllr Wheeler for ordering the saplings.
19.06	To consider and adopt Draft Appraisal Policy & Procedure dated September 2019 Resolved to adopt Draft Appraisal Policy & Procedure dated September 2019.
19.07	To consider and adopt Draft Communications Policy dated September 2019 Resolved to adopt Draft Communications Policy dated September 2019.
19.08	To consider and adopt Draft Co-option Policy dated September 2019 Resolved to adopt Draft Co-option Policy September 2019.
19.09	To consider and adopt Draft Disciplinary Policy dated September 2019

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	Resolved to adopt Draft Disciplinary Policy dated September 2019.
19.10	To consider and adopt Draft Expenses Policy dated September 2019 Resolved to adopt Draft Expenses Policy dated September 2019.
19.11	To consider and adopt Draft Grant Awarding Policy & Procedure dated September 2019 Resolved to adopt Draft Grant Awarding Policy & Procedure dated September 2019.
19.12	To consider and adopt Draft Grievance Policy dated September 2019 Resolved to adopt Draft Grievance Policy dated September 2019.
19.13	To consider and adopt Draft Press & Media Policy dated September 2019 Resolved to adopt Draft Press & Media Policy dated September 2019.
19.14	To consider and adopt Draft Retention of Documents and Records Management Policy dated September 2019 Resolved to adopt Draft Retention of Documents and Records Management Policy dated September 2019.
19.15	To receive an update on the RoSPA Play Area Inspection report dated June 2019. Agree on a course of action. The zip-wire sleeve has still not been repaired by NGF Play. Clerk to action. Measurements have been taken for the wood required to repair the picnic tables. Chairman to action. The side gate to the play area has been repaired. To prolong the life of the gate the Vice Chairman offered to apply a coat of stain to it.
19.16	To appoint Personnel Committee. Resolved to appoint the Chairman, Vice Chairman and Cllr Watson.
19.17	To receive an update on SAM2, appoint volunteers and agree on a course of action. Clerk attended SAM2 training. The SAM2 is set up in Claxton. A Memorandum of Understanding was prepared by Claxton PC. Resolved for the LwH Chairman to sign the agreement. The agreement will be presented to Claxton PC next week for signing. Resolved to appoint the Chairman, Cllr Wheeler and Cllr Caston as SAM2 volunteers. The volunteers will have training on using the SAM2.
19.18	To receive an update on Local Council Award Scheme. Agree on a course of action. The Vice Chairman had prepared a report outlining already compliant criteria and criteria requiring attention before accreditation can be considered. More work needs to be carried out on community engagement. The Vice Chairman offered to write a report for Chet News. It was agreed a village newsletter will be written for distribution in the summer and before Christmas. The newsletter will be hand delivered to all households in LwH. Parish Meetings are currently advertised on the website and the noticeboards. It was agreed that an A-Board outside the Village Hall would help to advertise forthcoming meetings. The Vice Chairman and Clerk to research sources for an A-Board.
19.19	To appoint bank non-signatory Council Member for Internal Control. Resolved to appoint Cllr Wheeler.
19.20	To consider membership of Society of Local Council Clerks. Agree on a course of action. Resolved for Clerk to submit a membership to Society of Local Council Clerks. The cost will be shared equally between LwH PC and Claxton PC.
19.21	To receive a report regarding the speed limit outside the play area. Agree on a course of action. The Vice Chairman read out a detailed and informative letter which he had sent to Highways requesting speed reconsideration especially outside the play area. Highways have acknowledged receipt of the letter. District Cllr Rowe to be copied into further communications.
19.22	Planning:

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	<p>To consider planning applications: BA/2019/0265/TCAA – No objections 2019/1707 – No objections but comment for extra safety of all road users vehicular access should instead be considered via Great Yard.</p> <p>Planning decisions: 2019/1422 - Granted</p>																													
19.23	<p>Highways: To receive a report on outstanding highways issues – No updates. Clerk was provided with a list of works for Highway Rangers next visit.</p>																													
19.24	<p>Finance: To note the bank balance as at 03 September 2019</p> <table border="1"> <tr> <td>Current account</td> <td>£3007.88</td> </tr> <tr> <td>Savings account</td> <td>£2039.46</td> </tr> <tr> <td>Playground account</td> <td>£ 158.02</td> </tr> <tr> <td>Total</td> <td>£5205.36</td> </tr> </table> <p>To note receipts</p> <ol style="list-style-type: none"> Parish Partnership Scheme - £1625.00 Claxton Parish Council - £837.50 <p>To note grants - None</p> <p>To approve payments. All expenditure approved. BACS payments noted.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CGM Group</td> <td>£169.20</td> <td>Grass cutting</td> </tr> <tr> <td>Langley with Hardley Village Hall</td> <td>£50.00</td> <td>Rent June & July 2019</td> </tr> <tr> <td>Loddon Garden & DIY</td> <td>£120.00</td> <td>Repair to play area gate</td> </tr> <tr> <td>Mrs C Petersen</td> <td>£589.36</td> <td>Salary & expenses</td> </tr> <tr> <td>National Association of Local Councils</td> <td>£60.00</td> <td>Local Council Awards Scheme registration fee</td> </tr> <tr> <td>Total</td> <td>£988.56</td> <td></td> </tr> </tbody> </table> <p>To receive Statement of Accounts for year to date. Clerk circulated the report prior to the meeting and it was noted.</p>	Current account	£3007.88	Savings account	£2039.46	Playground account	£ 158.02	Total	£5205.36	Payee	Value	Description	CGM Group	£169.20	Grass cutting	Langley with Hardley Village Hall	£50.00	Rent June & July 2019	Loddon Garden & DIY	£120.00	Repair to play area gate	Mrs C Petersen	£589.36	Salary & expenses	National Association of Local Councils	£60.00	Local Council Awards Scheme registration fee	Total	£988.56	
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19.25	<p>To receive updates from individual Council Members (for information only).</p> <ul style="list-style-type: none"> Cllr Watson reported that the majority of the Village Hall Committee would like to stand down. A new Treasurer is required. An advert will be placed in Contact magazine asking for volunteers to help run and save the Village Hall. The Chairman promoted a concert 'The Classic Guitar' with Peter Turrell in St Michael's Church, Langley on Saturday 21 September 2019 @ 7.30 pm. Concert proceeds will go towards refurbishment of Langley Church. Cllr Kirkpatrick. Report read out by the Chairman. The Crosses are ok. The Bird Hide is still inaccessible. Hardley Mill has had splendid support this year. 																													
19.26	<p>To receive any items for inclusion on the next agenda (for information only).</p> <ul style="list-style-type: none"> None received. 																													
19.27	<p>To confirm date and time of the next Parish Council Meeting as Tuesday 01 October 2019 in Langley with Hardley Village Hall. Confirmed.</p>																													
	Meeting closed at 9.05 pm																													

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